

Ballard Loft Reservation Options

GENERAL GROUP RESERVATIONS, 8+

We can reserve tables and/or space for any group of 8 or more 7 days a week. It requires a \$10 per person "Refundable Reservation Deposit" to secure the space and must be provided by Credit Card to hold. The deposit is not charged and is only held to ensure that the party arrives. There is no minimum or fees for the party to reach, for this option, just show up, eat, drink, and have fun. If the party fails to contact the Ballard Loft before 48 hours of the reservation to either cancel or change the party size they will be charged the deposit amount or the difference in the amount of guests if the amount of guests is less than 60%. If the party has not arrived within 20 minutes after the reserved time and has not attempted to contact the establishment to advise, then the Loft reserves the right to seat patrons in the reserved section if the seating demands so. If party has not contacted the Loft to cancel or has exceeded the late policy of 20 min or more without notification than they will be charged the deposit.

MAJOR EVENT RESERVATIONS, 8+

Reservations for Major Games or Events can be booked for a \$10 per person "Fee". Private Parties during "Major Events" will be according to the Private Event Reservation Policy attached. Party times for these reservations are to arrive no later than 45 min before the scheduled game time or event time. If a Party is more that 20 min late without contacting management the section could be given up and deposit charged if seating demand is needed. If they fail to cancel their reservation before 48 hours of the party, than they will be charged if we are unable to book another group.

PRIVATE PARTY RESERVATION'S - Sun – Thur – UP TO 60+ GUESTS

We can reserve the Loft space for a "private party", Sun - Thur, except for a major sporting events, for up to 4 hours. Guest will not be required to leave at that time, but the "Private" use of the area will then be open to all patrons. We require a \$1000 minimum with a \$500 refundable deposit. The correct amount will be

added to meet the \$1000 minimum requirement using the \$500 deposit amount if it is not met or exceeded. If the minimum is met between all guests accumulative checks than the deposit is voided and never processed. The Loft holds a maximum of 60 + guests. The minimum per person to meet the \$1000 minimum is \$14 per person for a full 70, and about \$20 per person for a 50 person party.

MAJOR EVENT and WEEKEND PRIVATE PARTIES

A Private reservation during Major Events or Weekends will require a \$250 Fee, and a \$1500 minimum which requires a \$500 Refundable Deposit. The space will be available for private use for up to 4 hours.

Party Options (Applies to all Private Parties)

1. Advanced Drink Tickets

- a. Are Sold and supplied for \$5 or \$8
- b. \$5 tickets are good for all Well Cocktails, Draft Pints, Bottled Beer and N/A Beverages
- c. \$8 is good for any Draft Mug/Pint, Wine, Specialty Cocktails, Wells, Calls and most Premium Liquor under \$9. Guests can pay difference if the drink exceeds \$9.

2. Pre Ordered Food and Platters

- a. Food orders for a party can be pre ordered for convenience through a phone call with the Manager at 206-420-2737 or email at info@ballardloft.com.
- b. This gives the reserved guests more time to enjoy the party and lessen the worry and stress of ordering once they arrive.
- c. The food will be brought out by Loft service as needed for large parties to ensure food temps and quality are upheld.
- d. Menu can be seen on our website at www.ballardloft.com

3. Flat Screen Usage

- a. The upstairs is equipped with 6 total flat screen TV's that has ability to stream either DVD, Internet Feeds, or other Component Video devices on 3 of the 6 screens from 1 location
- b. It is good for Internet game watches, photo shows, video premiers, theme parties, etc.

For further questions or to get your party secured and booked, please contact Management at info@ballardloft.com. Please provide the date, time, umber of guests in your group and your phone number along with any other important information to help us .